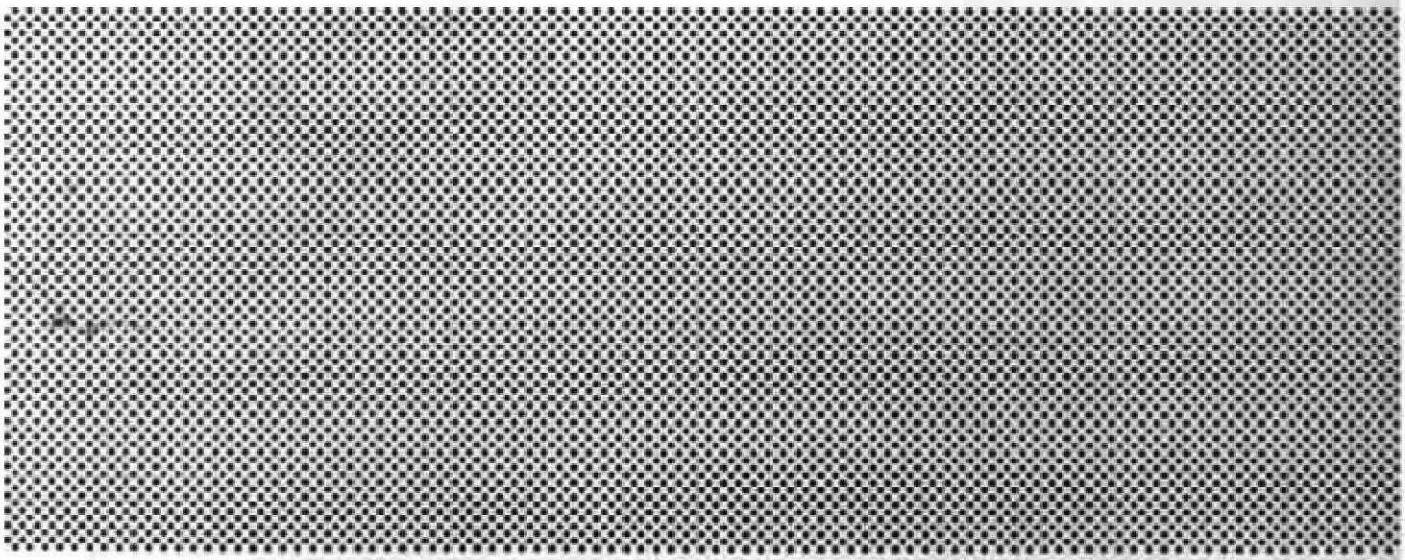
HOW TO MAKE THE BEST USE OF YOUR

AX-20

ELECTRONIC TYPEWRITER



brother

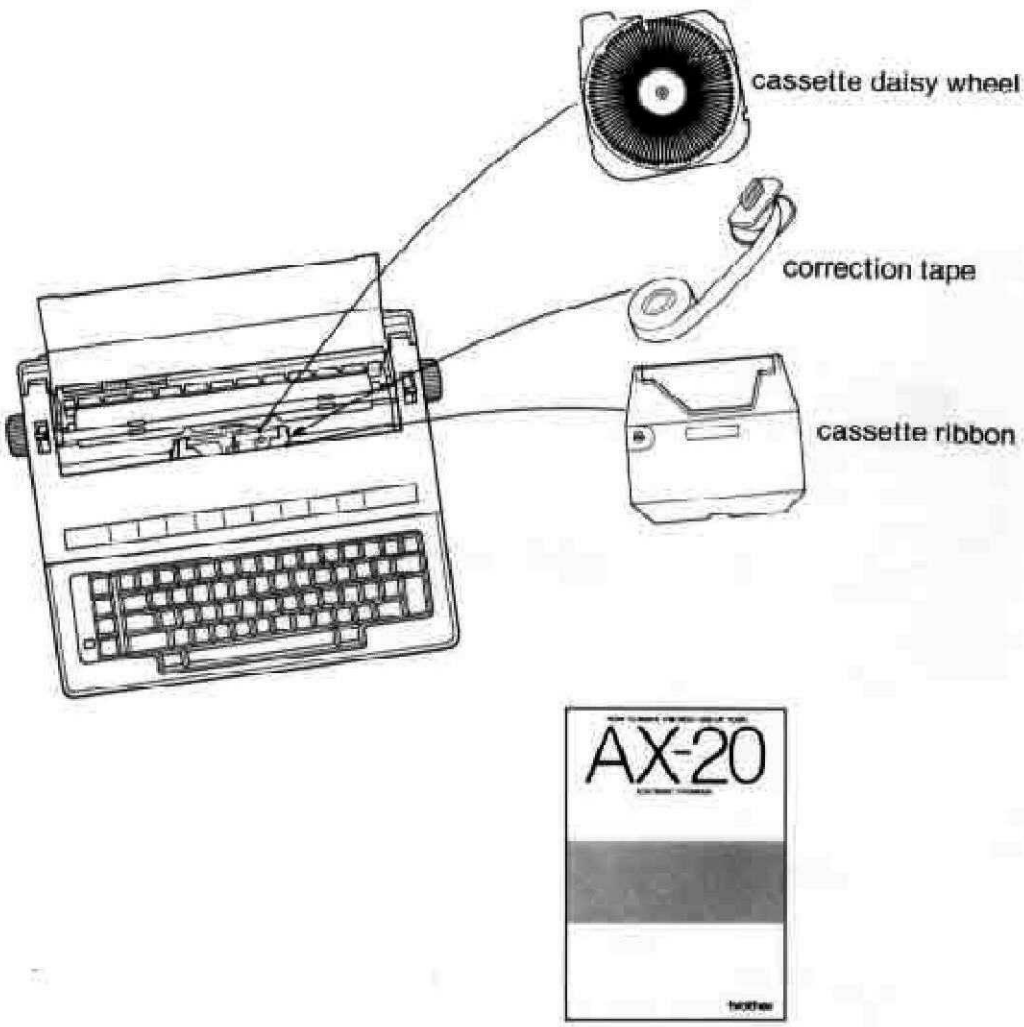
Thank you for choosing the Brother AX-20 electronic typewriter. This product is designed to deliver years of reliable operation.

In order to ensure optimum performance, please read this instruction manual carefully and refer to it whenever necessary.

The Brother AX-20 electronic typewriter comes with the following items:

* typewriter
* cassette ribbon
* cassette daisy wheel
* correction tape
* instruction manual

Please make sure all are included in this package



FEATURES

The Brother AX-20 electronic typewriter combines advanced performance with easy operation.

Some of the outstanding functions of this typewriter are illustrated in the letter below. Turn to the circled page numbers for explanation of each.

⑬ *centring between margins* ☞ WORLD ENTERPRISES LIMITED
32 Gertrude Street
Chelsea, London WC10
England

⑬ *right margin flush* ☞ May 11, 1987

Amalgamated Industries
7438 Market Avenue
San Francisco, CA 94604
U.S.A.

Dear Mr. Gomez,

line indent ⑭
☞ Thank you very much for your recent letter. We are flattered by your interest in our Brazilian operation, and are more than happy to provide the information you requested.

Here is the formula for Trinolium Z:

paragraph indent ⑭ ☞

	decimal tab ⑫
Magnesium sulfate	12.4g
Baranese	3.678g
Almeft extract	0.0003g

auto underline ⑮ ☞ For an explanation of the blending process, we refer you to Dr. Rafer Johnson's excellent guide, A New Approach to Trinolium and Its Derivatives. You should be able to find it in any good university engineering library.

We hope this answers your questions. If not, please feel free to contact our customer service representative, Benjamin Rose, at 412-776-0987. And thank you again for your interest in World Enterprises.

⑬ *centring between tabs* ☞
Tom C. Elias
Deputy Director for Sales
South American Division

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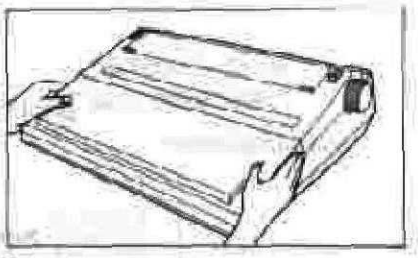
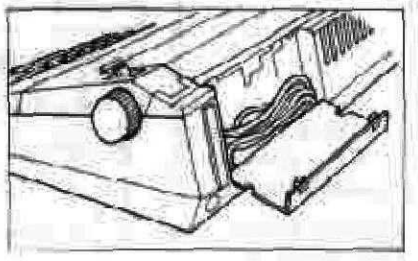
1. GETTING STARTED

■ General

1) Remove the keyboard cover over the keyboard by lifting the two tabs on the upper corners.

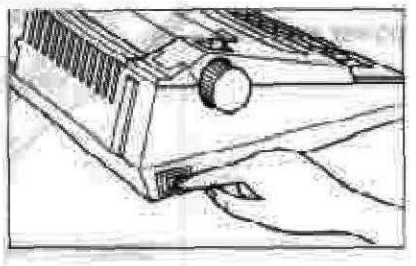


2) Open the power cord compartment at the back right of the AX-20 by pressing the two tabs at the upper corners. Remove the power cord from the compartment, and insert the plug into any standard AC electrical socket. Then close the cover, fitting the cord into the slot provided. When putting away the cord, put in the plug first.



3) Open the cover over the platen using the two tabs located on the front corners. This cover folds back to act as a paper support.

4) Make sure that the carrier protector used during transport has been removed. Turn on the power using the switch on the lower left rear corner of the machine.

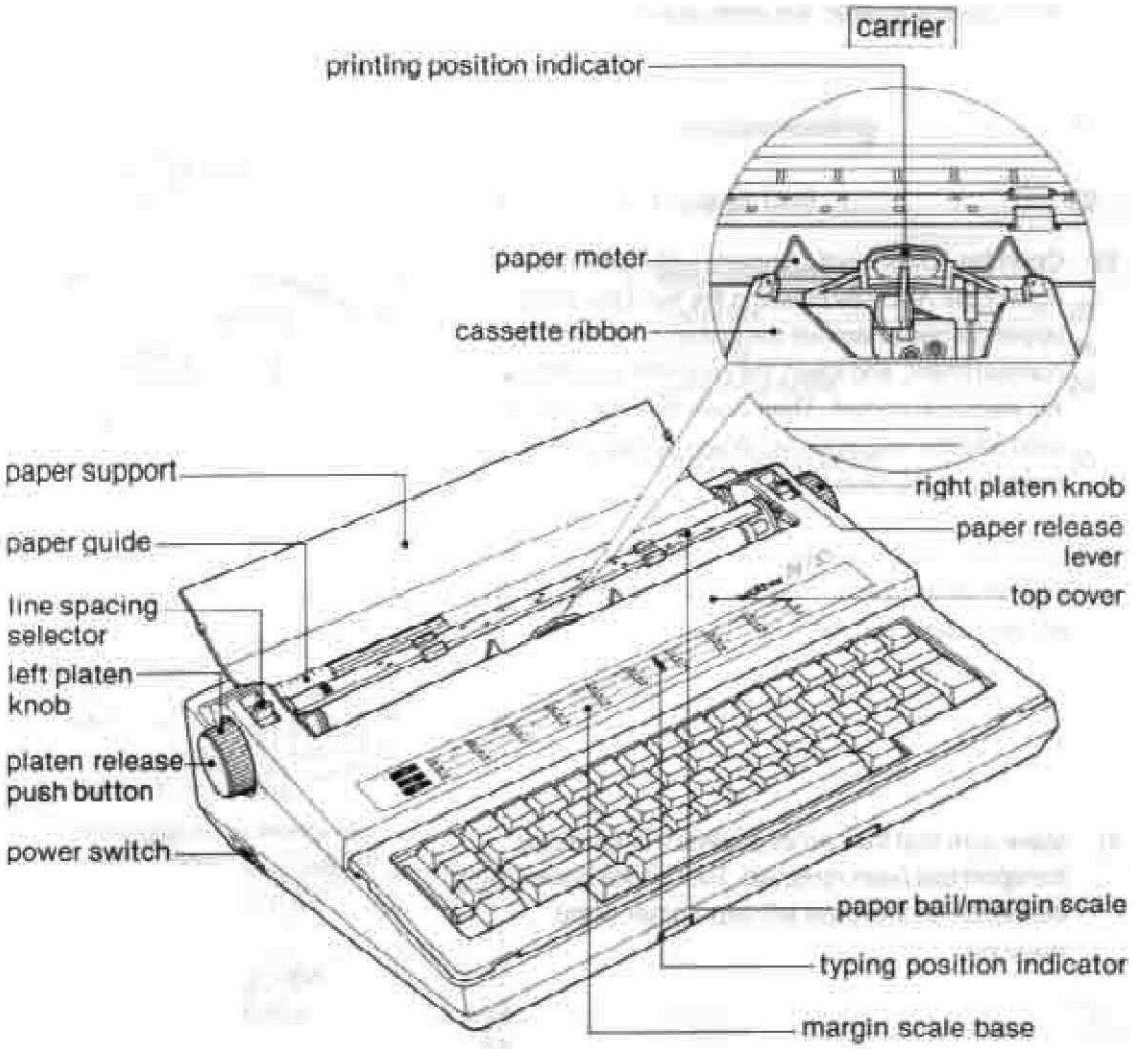


Notes:

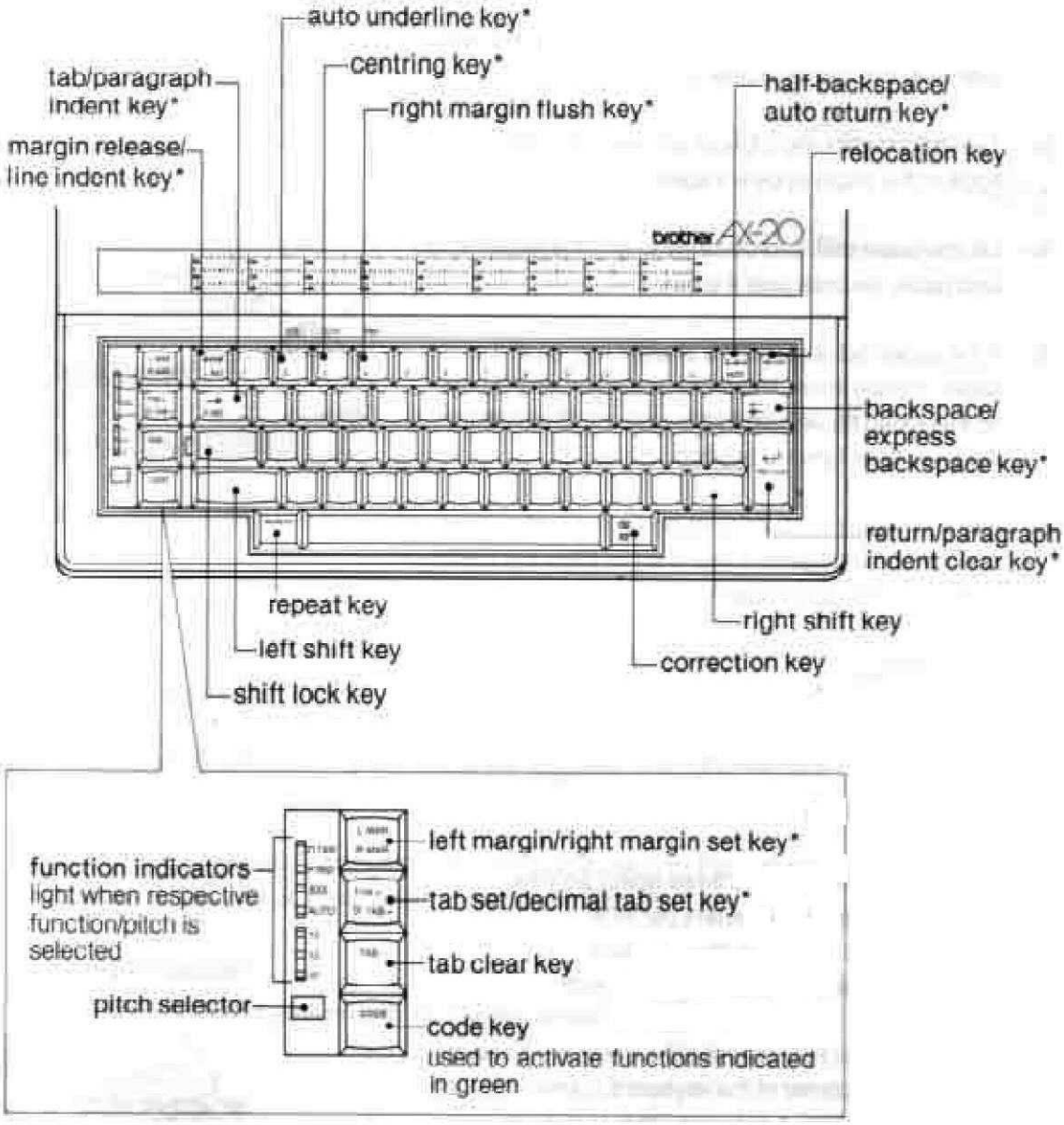
- Whenever the power is turned on, the carrier moves to the extreme left end of the platen and then returns to the left margin.
- Opening the top cover automatically shuts off the power. When this cover is closed, the carrier moves to the extreme left, and then returns to the position it was in when the cover was lifted.

2. NOMENCLATURE

■ Body



■ Keyboard



* Hold down the [CODE] key and press the appropriate key to activate these functions.

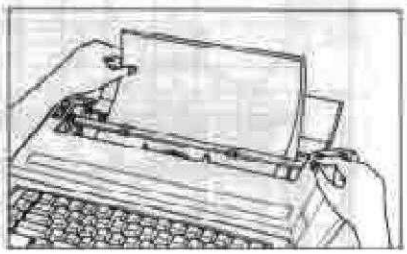
3. BASIC TYPING

■ Inserting paper

1) Insert the paper behind the platen, aligning the left side with the paper guide.

2) Turn the platen knob (right or left side) until the top edge of the paper appears again.

3) Lift the paper bail, and continue to turn the platen knob until paper extends past the bail.



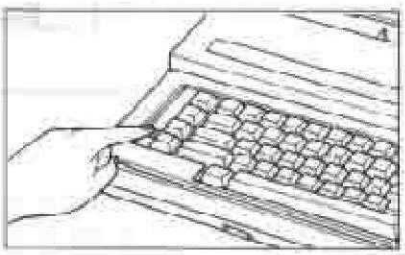
4) If the paper did not feed in a straight line, push the paper release lever. This loosens tension on the paper so that it can be adjusted as necessary. Then return the lever to its forward position.

5) Return the bail to its original position. Press the platen release lever (page 2) if you wish to align the paper with a position on printed forms.

■ Selecting pitch

The Brother AX-20 offers three typing pitches:
Pica (10 pitch): 10 characters per inch
Elite (12 pitch): 12 characters per inch
Micron (15 pitch): 15 characters per inch

Change the pitch by pressing the green pitch selector at the far left corner of the keyboard (carrier must be at the left margin). A red lamp lights to indicate your choice.

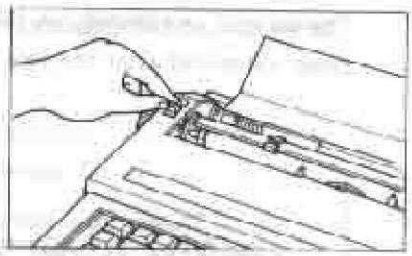


Note:

- Scales for Elite, Pica and Micron appear on the margin scale base. The typing position indicator below the margin scale base indicates your present position.

■ Selecting line spacing

Use the line space selector to choose the number of lines you wish the paper to be fed when you press the ↵ key. The line space setting can be changed at any time.



■ Setting margins

Left margin:

1) Move the carrier to the desired position using the (space) bar, ← key and ALT key as required.

2) Press the SET key. The left margin is now set.

Right margin:

1) Move the carrier to the desired position using the (space) bar, ← key and ALT key as required.

2) While holding down the CTRL key, press the SET key. The right margin is now set.

Note:
The minimum distance between margins is 2 inches. In Pica, this equals 20 spaces; in Elite, 24 spaces; and in Micron, 30 spaces.

Margin release:

To move the carrier past an existing margin, press the ALT key.

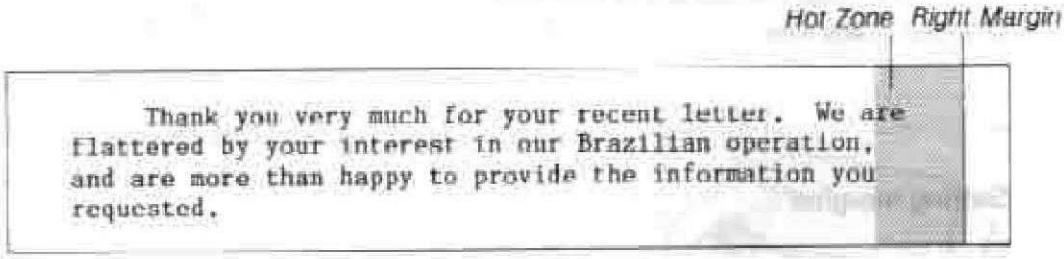
Preset margins:

The following margins are preset in the typewriter, effective until new margins are set.

	Left Margin	Right Margin
Pica (10 pitch)	10	75
Elite (12 pitch)	12	90
Micron (15 pitch)	15	112

■ Hot zone

The six spaces immediately before the right margin are called the Hot Zone. A warning beep will sound when the Hot Zone is reached.



■ Returning the carrier (manually & automatically)

The Brother AX-20 offers two ways to return the carrier to the left margin.
With both methods, the paper is advanced the number of lines set with the line space selector (page 5).

1) To return the carrier manually simply press the key on the lower right corner of the keyboard.

2) To activate the auto carrier return mode, hold down the key and press the key. The carrier will return automatically every time the (space) bar or (hyphen) key is pressed while in the Hot Zone.

A red lamp beside AUTO at the left side of the keyboard lights when the auto carrier return mode is activated.

Terminate this mode by holding down the key and pressing the key again.

Note:

- To type a hyphen or space in the Hot Zone without triggering a carrier return, hold down the key and press the (hyphen) key or (space) bar.

■ Typing uppercase characters

To type uppercase characters, press either the right or left ⇧ (shift) key. Releasing this key returns the keyboard to the lowercase mode.

For continuous uppercase typing, press the ⇪ (shift lock) key. To return to lowercase typing, press either the right or left ⇧ (shift) key.

A red lamp beside the ⇪ (shift lock) key lights whenever the ⇧ (shift) or ⇪ (shift lock) keys are pressed.

■ Backspacing

The Brother AX-20 offers three separate backspace functions.

1) To move back one space at a time, press the ← key.
To move continuously to the left, hold down the ← key. The carrier will move towards the left margin until the key is released.

2) To move the carrier quickly to the left margin, hold down the CTRL key and touch the ← key (express backspace).

3) To move back half a space, press the ½ key. The usefulness of this function is explained on page 10.

4. CORRECTIONS

The Brother AX-20 has a 60 character correction memory that makes it possible to delete or correct any characters in this range with the touch of a single key. Manual corrections for text outside the memory are also quick and easy. And thanks to Brother's three-strike correction system (over the character, slightly to the right and slightly to the left), your text always looks clean and professional.

■ Memory correction

1) Use the [←] Key to align the carrier with the error

```
Thank you very muck for your recent letter.  We are
                  ^←————————————————————————^
```

2) Press the [BS] key.

```
Thank you very muc  for your recent letter.  We are
                   ^
```

3) Type in the correct letter.

```
Thank you very much for your recent letter.  We are
                   ^
```

4) Press the [RETURN] key to bring the carrier back to the position it was in before the correction.

```
Thank you very much for your recent letter.  We are
                   ^————————————————————————>^
```

Note:
To erase a series of characters, merely hold down the [BS] key. The AX-20 will backspace and correct continuously until you release the key or go beyond the correction memory range.

■ Manual correction

Manual correction is used for mistakes outside of the correction memory range.

1) First press the [RETURN] key to clear the correction memory.

2) Next, using the platen knob, [ ] (space) bar and [←] key as required, align the carrier with the error.

```
flattered by your interest in out Brazilian operation, and
                                ^
```

3) While holding down the [CODE] key, press the [DEL] key.

4) Then type the incorrect character to erase it from the page. (Make sure to press the [SHIFT] (shift) key for uppercase characters.)

```
flattered by your interest in ou  Brazilian operation, and
                                △
```

5) Type in the correct character.

```
flattered by your interest in our Brazilian operation, and
                                △
```

■ Insertions

The Brother AX-20 features a half-backspace function that makes it easy to add letters to already-typed text.

```
Thank you very much for your recet letter.  We are
```

In the example above, the "n" has been omitted from the word "recent". This mistake can be corrected using the simple correction method explained on the previous pages, but unless the entire line is deleted and then retyped, this creates a cluttered, unbalanced look. Therefore:

1) Delete the entire misspelled word.

```
Thank you very much for your      letter.  We are
                             △
```

2) *Align the carrier with the first letter of the deleted word.*

3) Press the [Ins] key.

4) Type in the correct word. The AX-20 automatically spaces the letters so you can hardly tell an insertion was made.

```
Thank you very much for your recent letter.  We are
                             △△
```

■ Deletions

```
flattered by your interrest in our Brazilian operation, and
```

In the example above, there are too many "r"s in the word "interest". Therefore:

1) Delete the entire misspelled word.

```
flattered by your      in our Brazilian operation, and
                  △
```

2) Align the carrier with the **second** letter of the deleted word.

3) Press the [Del] key.

4) Type in the correct word.

```
flattered by your interest in our Brazilian operation, and
                  △△
```

5. OTHER FUNCTIONS

■ Repeating characters & functions

The following functions can be repeated simply by holding down the appropriate key:

Characters and other functions can be repeated by pressing the desired key followed by the [REPEAT] key.

■ Setting tabs

1) To set a tab, move the carrier to the desired position using the [ ] (space) bar and [←] key as required.

2) Press the [SET] key to set the tab. A maximum of 12 tabs can be set.

3) Press the [TAB] key to advance to the next tab position.

■ Clearing tabs

To clear a single tab

1) Move the carrier to the position where you wish to clear a tab using the [TAB] key.

2) Press the [CLR] key to clear the tab.

To clear all tabs

Press the [CLR] key and then the [REPEAT] key.

■ Setting decimal tabs

The Brother AX-20 can automatically align columns of figures around the decimal point.

1) Using the [ ] (space) bar and [ ] key as required, move the carrier to the position where the decimal tab is to be set.

2) While holding down the [ ] key, press the [ ] key.

■ Using decimal tabs

1) Advance the carrier to the decimal tab stop by pressing the [ ] key. A red lamp will light beside DTAB at the far left side of the keyboard.

2) Type the desired numbers or characters. The carrier will backspace one space for each character typed.

3) Press the decimal point key to print text. Then type any numbers after the decimal point.

Notes:

- If you make an error, press the [ ] key to cancel all text and return the carrier to the tab stop. Then retype text.
- Pressing the [ ] or [ ] prints columns without a decimal point.
- There must be a minimum of one space between columns.
- See page 11, "clearing tabs" for tab clearing procedure.

Sample Printout

Decimal Tab Position

```
Magnesium sulfate      12.4g
Barancse                3.678g
Almeft extract          0.0003g
```

■ Centring

With the Brother AX-20, you can automatically centre text between the margins or between tabs.

To centre between margins:

1) Move the carrier to the left margin, hold down the [CODE] key and press the [ ] key. The carrier will advance to the centre of the margins.
2) Type the text. The carrier will backspace one half-space for each character typed.
3) Press [ ] or [ ] to print text.

Notes:

- If you make an error, press the [ ] key to cancel all text and return the carrier to the centre of the margins. Then retype text.
- Press the [ ] key twice to cancel the centring mode.
- If the centring function is activated while at a tab stop, the text will be centred between tab stops and not between the margins.

Sample Printout

Left Margin *Right Margin*

WORLD ENTERPRISES LIMITED
32 Gertrude Street
Chelsea, London WC1O

To centre between tabs:

1) Using the [ ] key, move the carrier to the tab position. Hold down the [CODE] key and press the [ ] key. The carrier will move to the centre of the tabs.
2) Type the text. The carrier will backspace one half-space for each character typed.
3) Press [ ] or [ ] to print text.

Notes:

- If you make an error, press the [ ] key to cancel all text and return the carrier to the tab stop. Then retype text.
- Press the [ ] key twice to cancel the centring mode.
- If the text is longer than the space between the tabs, it cannot be centred and a beep will sound.
- The carrier must be at the left tab position in order to use the tab centring function.
- If no right tab has been set, the right margin will be used for centring.

Sample Printout

Tab Positions

Tom C. Elias
Deputy Director for Sales
South American Division

■ Indenting

The Brother AX-20 electronic typewriter offers two types of automatic indentation: line indent and paragraph indent.

To indent a line:

1) To indent at the beginning of a line, hold down the CODE key and press TAB. The carrier will move five spaces to the right of its present position.

Sample Printout

Left Margin
↓

```
      Thank you very much for your recent letter.  We are
flattered by your interest in our Brazilian operation,
```

To indent a paragraph:

1) To indent a group of lines, set a tab at the position where you want the lines to begin.
2) While holding down the CODE key, press →PIND. The carrier will move to the tab position, and the red lamp beside PIND at the far left side of the keyboard will light.
3) To advance to the next tab position, hold down the CODE key and press →PIND.
4) Each time you press ↵NEW LINE, the carrier will return to this position. The light beside PIND remains on.
5) To clear paragraph indent, hold down the CODE key and press ↵PIND CLR. The carrier will advance one line and move to the left margin.

Note:
If the centring function is used while the paragraph indent function is activated, text is centred between tabs.

Sample Printout

Left Margin *Tab Position*
↓ ↓

```
          Magnesium sulfate      12.4g
          Baranese                3.678g
          Almeft extract          0.0003g
```

■ Typing flush right (Right Margin Flush)

The Brother AX-20 can automatically print text flush against the right margin. This is particularly useful with dates and other headings.

1) Hold down the [CODE] key and press the [RIGHT MARGIN] key. The carrier will advance to the right margin.

2) Type the text. The carrier will backspace once for each character typed.

3) Press [RIGHT MARGIN] or [RETURN] to print text.

Sample Printout

Right Margin

May 11, 1987

Notes:

- If you make an error, press the [CLEAR] key to cancel all text and return the carrier to the right margin. Then retype text.
- Press the [CLEAR] key twice to cancel this mode and return the carrier to the position before mode activation.
- There must be a space between the last character printed and the first character of the text to be printed flush against the right margin.

■ Automatic underlining

1) Hold down the [CODE] key and press the [UNDERLINE] key. A red lamp lights beside XXX at the far left side of the keyboard.

2) Type the desired text. It will be automatically underlined when printed.

3) To cancel the underline function, hold down the [CODE] key and press the [UNDERLINE] key again. The red lamp goes out.

Sample Printout

For an explanation of the blending process, we refer you to Dr. Rafer Johnson's excellent guide, A New Approach to Trinolium and Its Derivatives. You should be able to find it in any good university engineering library.

Notes:

- An underline will be typed even when the [SPACE] (space) bar is pressed.
- This function can be used together with the decimal tab, automatic centring and right margin flush functions.

■ Superimposing characters

Some characters not found on your keyboard can be created with the following procedure. For example, to type the symbol for Japanese yen (¥):

1) Type the letter "Y".

2) Press the [←] key.

3) Type the symbol " = ".

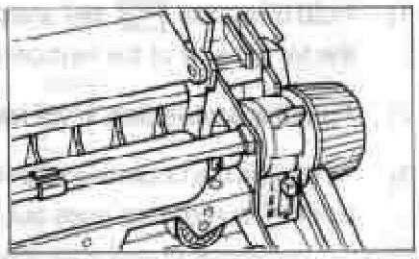
Note:
When erasing superimposed characters, the automatic correction feature can only be used to erase the second character typed. The manual correction method must be used to erase the first character.

■ Special character set

To type the special characters and symbols marked in green on the bottom of certain keys, hold down [LOCK] and press the desired key.

■ Using keyboard switch

The keyboard switch is used to select the desired character set. It is located under the top cover at the right side of the platen. The settings correspond to the following keyboards.



I Standard
II International (English, German, French, Spanish)
III Symbols

Notes:
- Make sure to install the proper daisy wheel.
- Characters on the right sides of keys are printed when using the International keyboard.
- See page 17 for the Symbol keyboard layout.

■ Dead keys

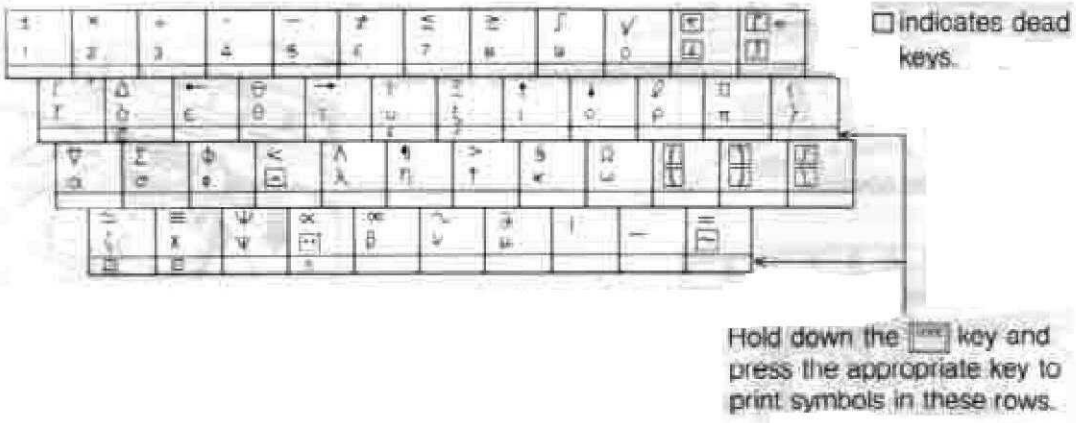
Dead keys do not space the carrier when pressed. They are used to print accents and large symbols. Dead keys are found only on International and Symbol keyboards. See page 16 for keyboard selection.

The following accents are dead keys on the International keyboard:

See the layout below for dead keys on the Symbol keyboard, indicated by a □.

■ Symbol keyboard layout

When using the symbol keyboard affix the included symbol labels to the appropriate keys as shown in the layout below.

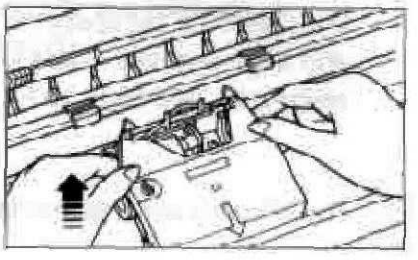


Dead keys on the Symbol keyboard are used for both accents and to create special symbols. For example, Σ is a combination of ∠ and ∽. To type it, first press the key. Next, hold down the Shift Key and press the key again. Finally, press the Space bar.

6. REPLACING THE RIBBON, ETC.

■ Replacing the cassette ribbon

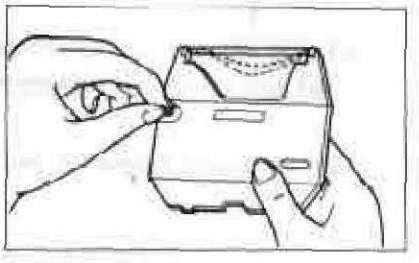
Two types of ribbons are available for use with the Brother AX-20: correctable film ribbon and nylon ribbon.



To replace the cassette ribbon:

1) Move the carrier to the centre of the platen.

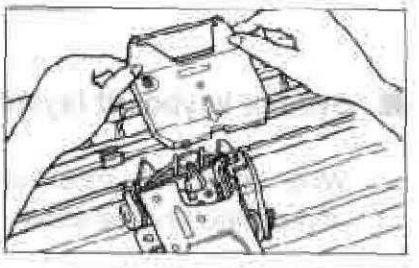
2) Open the top cover.



3) Holding the cassette with both hands, lift the front of the cassette up and out.

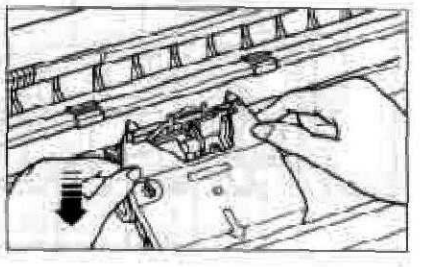
4) Move the cassette towards the platen to remove it.

5) Turn the feed knob (on the left side of the cassette) *counter-clockwise to tighten the ribbon in the new* cassette.



6) Aligning the arrow on the cassette with the arrow on the cassette holder, use both hands to ease the cassette into the holder, back first.

7) *Gently press down on the front of the cassette until it* clicks into place.



8) Again turn the feed knob counter-clockwise to take up any slack.

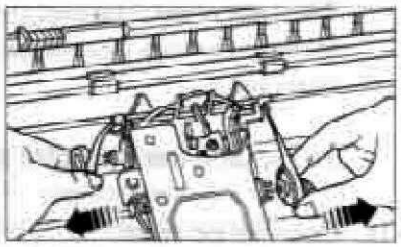
9) Close the cover.

Notes:

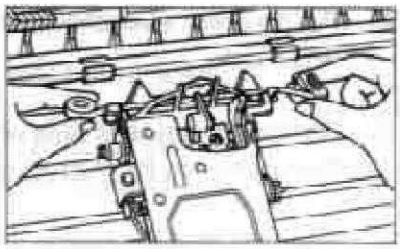
- The amount of tape remaining can be checked through the viewing hole on the right side of the cassette.
- Make sure to use only Brother-authorized cassette ribbons, daisy wheels and correction tapes. *Brother cannot be responsible for trouble* caused by the use of unauthorised supplies.

■ Replacing the correction tape

Two types of correction tape are available for use with the Brother AX-20:
Lift-off correction tape, to be used with correctable film ribbon.
Cover-up correction tape, to be used with nylon ribbon.



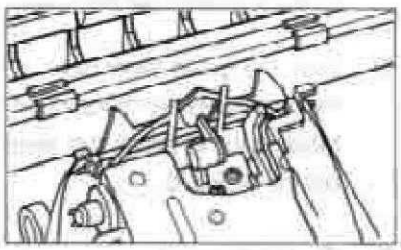
To replace the correction tape:



1) Move the carrier to the centre of the platen.

2) Open the top cover.

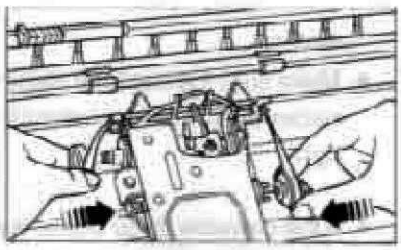
3) Remove the cassette ribbon, if installed.



4) Pull off both spools, pressing against the correction tape with your thumbs. Bring it back to a position parallel with the platen, and lift it up and out.

5) Pass the new tape through the left guide, behind the ribbon guide, and out through the right guide. The rough (sticky) side of the tape should face the platen.

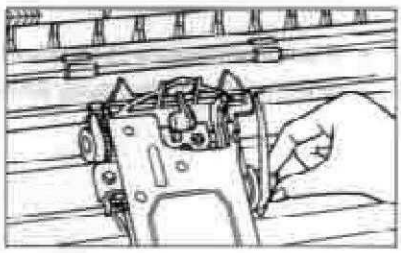
6) Attach the feeder spool to the pin on the left.



7) Attach the take-up spool to the pin on the right.

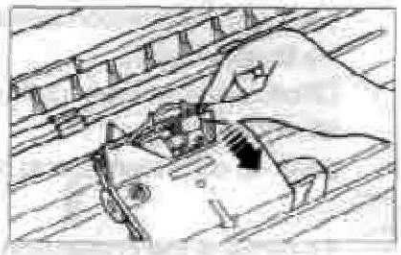
8) Turn the take-up spool counter-clockwise until a small amount of white tape has wound around it.

9) Replace the cassette ribbon and close the cover.



■ Replacing the cassette daisy wheel

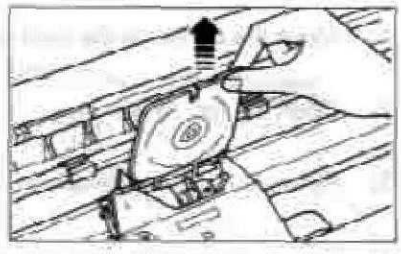
The daisy wheel is housed in a clear plastic cassette for easy, damage-free handling and quick typeface changes.



To replace the cassette daisy wheel:

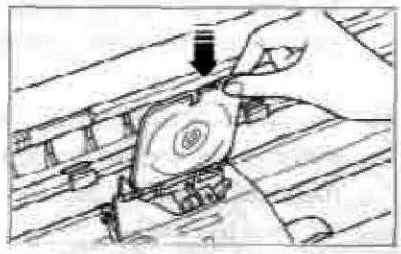
1) Open the top cover.

2) Pull the green lever towards you to release the daisy wheel lock.



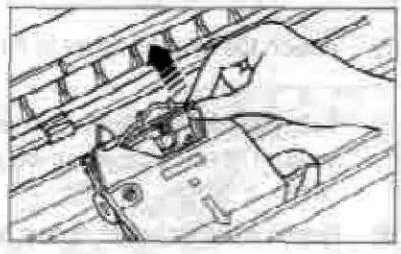
3) Remove the cassette daisy wheel by pulling it out of the machine by the protruding "ear" on the top right.

4) Insert the desired cassette daisy wheel into the slot and press down gently.



5) Slide the green lever back to its original position to lock the cassette daisy wheel in place.
Make sure to press the lever firmly until a clicking sound is heard.

6) Close the cover.



Notes:

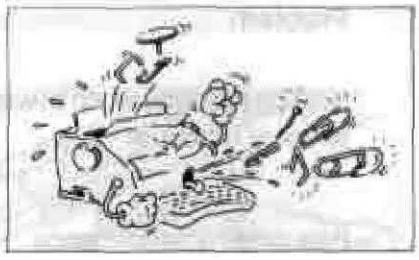
- Make sure the cassette daisy wheel is not inserted backwards. The "ear" should always be on the upper right.
- If the cassette daisy wheel is not inserted properly, characters will not be printed correctly.
- It is not necessary to remove the cassette ribbon when replacing the daisy wheel.

7. TROUBLESHOOTING

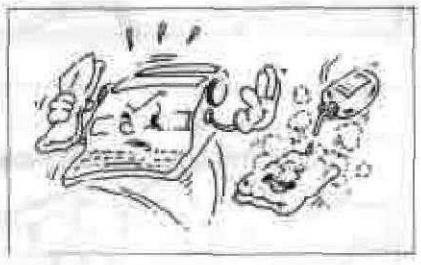
Problem	
Nothing happens when power switch is turned on	1. Is the power cord plugged in? 2. Is the top cover closed?
Poor printing performance	1. Is the daisy wheel properly installed? (Has the green lever been pressed firmly?) 2. Is the cassette ribbon properly positioned? 3. Have you run out of ribbon?
Poor correction performance	1. Has the correction tape been properly installed? 2. Have you run out of correction tape? 3. Are you using the proper correction tape?
Cassette ribbon remains in "lifted" position	1. Turn the power off. Then turn it on again while holding down the [ ] key and the pitch selector.

8. CARE OF UNIT

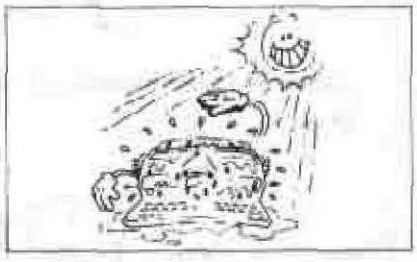
1) Take precautions to prevent the entry of foreign matter into the typewriter or between the keys. Be especially careful of metal objects such as paper clips and staples.



2) Never use volatile liquids such as thinner or benzine to clean the exterior surface of the typewriter. Use only a soft cloth dampened with a mild detergent solution.

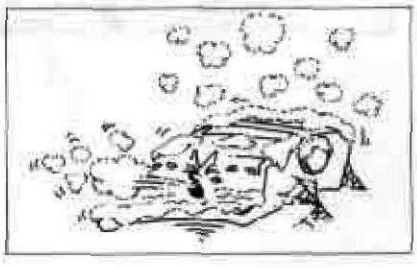


3) Do not place your typewriter where it may be exposed to direct sunlight, heat or intense vibration.



4) Be careful not to block the ventilation slits provided at the back of the unit to prevent the possibility of overheating.

5) Be sure to replace the keyboard cover when the typewriter is not in use.



9. MISCELLANEOUS

■ Supplies

Obtain cassette ribbons, correction tape and cassette daisy wheels from your nearest authorized dealer. Brother cannot be responsible for trouble caused by the use of unauthorized supplies.

- daisy wheel samples

Pica (1/10") Pitch

Prestige 1012	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890
Prestige Italic 1012	*ABCDEFGHIJKLMNOPQRSTUVWXYZ* *abcdefghijklmnopqrstuvwxyz 1234567890*
Script 1012	*ABCDEFGHIJKLMNOPQRSTUVWXYZ* *abcdefghijklmnopqrstuvwxyz 1234567890*
Quadro 1012	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890
Pica 10	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890
Grande 10	ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890
Super Grande 10	ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890
Brougham 10	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890
OCR-B 10	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

Elite (1/12") Pitch

Prestige 1012	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890
Prestige Italic 1012	*ABCDEFGHIJKLMNOPQRSTUVWXYZ* *abcdefghijklmnopqrstuvwxyz 1234567890*
Script 1012	*ABCDEFGHIJKLMNOPQRSTUVWXYZ* *abcdefghijklmnopqrstuvwxyz 1234567890*
Quadro 1012	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890
Elite 12	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890
Brougham 12	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890
Letter Gothic 12	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

Micron (1/15") Pitch

Quadro 15	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	1234567890
Brougham 15	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	1234567890

Pica (1/10") Pitch

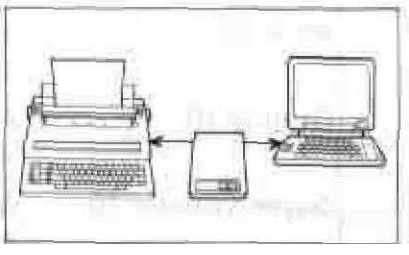
Symbol 10

Note: "1012" indicates that the same daisy wheel can be used for both Pica and Elite

■ Options

• IF-60 interface and cable

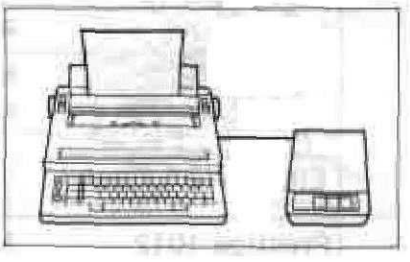
The optional interface and cable let you use this typewriter as a printer and keyboard for your computer. *Consult your dealer for details.* (soon to be introduced)



• SP-300 spell checker

The optional spell checker beeps when you spell a word incorrectly.

Note: The SP-300 is only available in English.



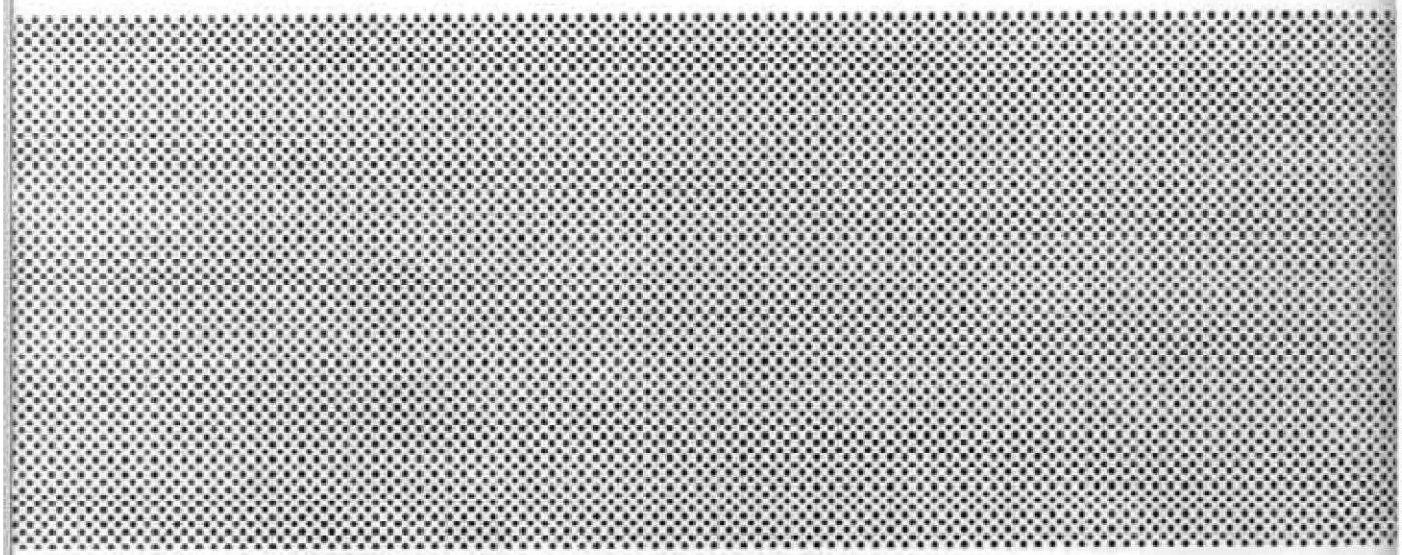
■ Specifications

Paper capacity	304.8mm (12.0")
Typing capacity	228.6mm (9.0")
Typing speed	10 cps
Typing pitches	10, 12, 15
Number of character keys	46
Keyboard selection	I, II, III
Line spacing	0, 1, 1.5, 2
Ribbons	Correctable film & Nylon
Correction tapes	Lift-off & cover-up
Dimensions	386(W) x 320(D) x 125(H)mm 15.2"(W) x 12.6"(D) x 4.9"(H)
Weight	5.1 kg/11.2 lbs.

10. QUICK REFERENCE

Where the [CODE] key is followed by a " + ", hold it down while pressing the other key.

auto carrier return	[CODE] + [AUTO]
express backspace	[CODE] + [←]
setting decimal tabs	[CODE] + [▽ TAB]
centring between margins	[CODE] + [CTR] at left margin
centring between tabs	[CODE] + [CTR] at tab
indenting a line	[CODE] + [←TAB]
indenting a paragraph	[CODE] + [→ PARA]
auto underline	[CODE] + [UNDR]
typing flush right	[FLUSH] + [RIGHT]
using special character set	[CODE] + key with desired character in green



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